

**LABORATORY & WATER QUALITY MANAGER**

**DISTINGUISHING FEATURES**

The fundamental reason the Laboratory & Water Quality Manager exists is to manage the drinking water program, compliance laboratory and related functions in the Water Quality Division of the Water Resources Department in response to federal, state and local environmental regulations. This classification provides direct supervision over professional and technical laboratory staff. This position reports to the Water/Wastewater Treatment/Quality Director.

**ESSENTIAL FUNCTIONS**

Coordinates and directs the activities of the staff. Communicates goals, designs strategies and standards for evaluation, evaluates personal performance, reviews and follows up on complaints or disciplinary actions. Assists staff in resolving any difficult technical or procedural obstacles encountered during the research, development or administrative process.

Ensures that all laboratories maintain required licensees and facility certifications. Determines compliance with prescribed operating and safety standards.

Conducts long-range planning for staffing and equipment acquisition.

Directs research functions as necessary, including but not limited to the development of the analytical methods necessary for support of complex and varied treatment processes, public health, and environmental issues.

Supervises professional and technical staff responsible for all compliance testing as dictated by present and future regulations, including Drinking Water, Pretreatment and Superfund programs.

Reviews regulations, legislation, and permits for impact on laboratory operations and represents the City's interests at public meetings, hearings, and workshops.

Testifies at Environmental Protection Agency hearings.

Develops and recommends to management long-range programs and staffing needs for the City to enhance and expand its testing responsibilities.

Presents compliance and process testing program information to City Council, other jurisdictions, and the public.

Plans, coordinates, and directs compliance and process testing related studies and projects.

Serves as the department liaison to the Environmental Protection Agency, Arizona Department of Health Services and Arizona Department of Environmental Quality on compliance and process testing programs.

Develops and administers a drinking water sampling plan as required by the Safe Drinking Water Act.

Plans and administers the water quality and laboratory budget.

Demonstrates an ability to communicate about and manage organizational changes.

Attendance and punctuality are essential to this position.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

#### Knowledge of:

Analytical, inorganic and physical chemistry; accepted quality assurance/quality control procedures used in environmental analysis; laboratory safety and approved chemical disposal practices; laboratory manipulative procedures, and scientific methods and procedures; and budget administration and cost analysis.

#### Ability to:

Direct and support staff performing a variety of duties at a variety of skills levels.  
Observe, review and check the work of staff members to ensure conformance to standards.  
Produce written documents with clearly organized thoughts.  
Prepare effective reports and performance evaluations.  
Prepare, justify and present an annual budget.  
Perceive and interpret customer needs and translate them into effective solutions and operational policy.  
Establish and maintain effective working relationships with co-workers, supervisors, and the general public.  
Enter data or information into a terminal, PC or other keyboard device.  
Communicate effectively both verbally and in writing.  
Listen and communicate effectively with a diverse group of people.  
Prioritize own and others schedule and work tasks and complete work within specified time periods and deadlines.  
Personify leadership, promote shared responsibility and teamwork; and have a shared commitment to quality.

#### **Education & Experience**

Any combination of training and experience equivalent to at least 5 years of progressively responsible experience in a professional environmental laboratory including extensive supervisory experience and a Bachelor's degree in Chemistry, Microbiology or related discipline. Possession of an advanced degree is preferred.

No major driving citations in the last 39 months for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified